

## Promotion to Professor

### Advice for Applicants and Heads of Departments/Schools

#### What happens after my application is submitted?

In the first stage of review, the University Promotion to Professor Committee (UPPC) discusses all applications, and identifies those that should be sent out to three external assessors (one of whom is nominated by the applicant; in the case of teaching or research-focused applicants, this may be an internal assessor). The UPPC includes the President and Vice-Chancellor, the Provost, the Pro-Vice-Chancellors (including the Heads of Colleges) and three other professors (one from each College), as well as the Director of Human Resources.

#### If my application is not successful at this stage, how will I know?

If the UPPC decides not to send your application out to external assessors, you will be informed shortly after the first meeting. Your Head of Department/Head of School (HoD/HoS) will also be informed, and asked to provide you with feedback on your application. You will also receive feedback from someone involved in that first meeting: a Head of College or one of the three professorial representatives.

#### If my application is successful at this stage, what happens next?

Your application, including the assessment from your HoD/HoS, is sent out for evaluation and comment. You will also be invited to discuss your application with a number of representatives from UPPC. This meeting will take about thirty minutes, and will be scheduled on either 10, 15 or 17 May, 2018. The Provost will be in attendance at all meetings, to ensure consistency and fairness; four or five other members of the UPPC will also be involved in each meeting.

#### Is this an interview?

We have deliberately called the meeting a 'conversation', because its main intention is to allow the UPPC to explore the strengths of your case, having by this stage seen the feedback from the external (and, where appropriate, internal) assessors. It is also a chance to discuss any examples of contribution and achievement in which it would be helpful to seek more information directly from you as the applicant. You will not need to prepare or present anything. Your Head of Department/School will also be present, not in order to speak for or against your application, but to help the Committee explore key aspects of the case, as well as plans for future career development. Direct and indirect experience from other institutions suggests that these conversations are normally very valuable and enriching for applicants and for the Committee. Applicants gain a relatively unusual opportunity to discuss career aspirations, including internal leadership, with a broad range of senior colleagues, some from other colleges or areas of focus, while members of the Committee have a very welcome opportunity to discuss a colleague's current and future work in research, teaching and other areas. After the conversation, the UPPC representatives involved in this stage of the process will make a recommendation on promotion to the full Committee.



**What is the role of the Head of Department/School?**

The HoD/HoS is partly there to support the candidate, but their role is largely to assist the panel in providing a context for the candidate's achievements and contributions, and helping the panel understand their significance and weight in the discipline. The HoD/HoS can also help the panel, and the candidate, by providing context and clarification for the feedback from assessors. As we are very committed in our process to providing effective feedback, it is useful for HoDs to hear the discussion with the candidate. Finally, it is valuable for Heads to hear and participate in discussion about career aspirations and directions, as it is part of their role to identify the best ways of supporting new professors in the development of their contributions.

**Can my application still be unsuccessful at this point?**

Yes, it is possible, if your external (or internal) assessors have raised questions or concerns about your case that the UPPC feels are not adequately addressed either in your application or in the conversation. However, you should bear in mind that the decision to send your application out for assessment is not taken lightly, and is an area of careful deliberation by the full Committee. The purpose of the meeting is to discuss your application with representatives of the UPPC so that they can fully understand your case for promotion. If your application is unsuccessful at this point, you will be informed shortly afterwards. Your HoD/HoS will also be informed, and asked to provide you with feedback on your application. You will also receive feedback from a representative of UPPC who was part of this process, and was present during the discussion.

**If my application is successful, what happens next?**

You will be informed shortly afterwards. As well as congratulations, you will receive feedback on key strengths, opportunities and challenges, alongside any views on career aspirations and development that members of the UPPC wish to share with you. Your promotion will be effective from 1 August, 2018.